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ABSTRACT

The annotated bibliography of day care reference sources lists documents published for use within the federal government, publications of departments and bureaus within the federal government, publications by non-governmental associations and institutions, and materials distributed by the Minnesota Department of Public Welfare. Also included is information on reprints and books, bibliographies and catalogues, and organizations publishing materials on day care. (RD)

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day care reference sources

- an Annotated Bibliography

May, 1970

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DAY CARE REFERENCE SOURCES

-- an Annotated Bibliography, May, 1970

Edited by

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THE OPERATIONS RESEARCH & POLICY SYSTEMS DIVISION of the Institute for Interdisciplinary Studies is committed to research and development of social policy and improved service delivery systems in welfare programs and to the dissemination of information to program administrators and their professional staffs. This annotated bibliography represents another of a continuing series of publications directed toward fulfilling the information-sharing commitment.

Seldon P. Todd, Director
Operations Research &
Policy Systems Division

PREFACE

This paper is a guide to some of the publications on day care available in the United States. It was originally developed as an internal document to describe for staff members of the Institute for Interdisciplinary Studies (IIS) the materials available in the IIS library. Subsequently, it was thought sufficiently useful to be of some value to other individuals and organizations concerned with public welfare. The list of publications is by no means complete; it does, however, include many items which have reference lists appended, in addition to a section of bibliographies and catalogs. Finally, a list of organizations publishing materials on day care is included.

How to use this paper to obtain materials: In most cases, publications of departments of the Federal government may be ordered from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402. Many times, a single copy of an inexpensive publication may be obtained from the department itself.

Materials in Sections III, IV, and V are available from the organizations under which they are listed. Addresses are given in the organization list, Section VII. Articles and books in Section VI are available from publishing houses listed or local libraries.

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I. DOCUMENTS PUBLISHED FOR USE WITHIN THE FEDERAL GOVERNMENT

Statement of Secretary of HEW Robert H. Finch in Explanation of the Family Assistance Act of 1969

Secretary Finch's statement discusses faults of the old welfare system: spiralling costs and injustice to the working poor. Explains that the new system will provide work incentives (and requirements). It will also strengthen family life, because male and female headed families are treated alike. Thus the incentive which existed in the old system for men to leave their families to increase benefits will be eliminated. It is claimed that the new program will reduce poverty by 60% by establishing national eligibility standards and a national minimum payment.

Summary of Family Assistance Act of 1969 (prepared for use by Federal employees)

Title I of this act will add new parts to Title IV of the Social Security Act. The summary describes eligibility requirements for individuals and families, outlines administrative relationships of states to the Federal Government in the new program, and describes the training, employment and day care programs provided by the act. The means by which day care would be provided through grants and contracts is outlined. Title II of this act will increase benefits to the aged, blind and disabled.

The Family Assistance Act of 1969

This is the actual bill as it was presented to the Senate on October 2, 1969. For contents, see "Summary" above.

Statement of George Schultz, Secretary of Labor, Before the Senate Subcommittee on Education, Manpower and Poverty, Labor and Public Welfare Committee, on the Manpower Training Act of 1969, November 4, 1969

Previous Federal manpower programs have resulted in a proliferation of services often competing or overlapping. The new act would consolidate programs while decentralizing their administration to the states. Administration of the new program at state level is described and the process through which states would plan these programs. The manpower program has a provision which keys it to fluctuations in the economy.

II. PUBLICATIONS OF DEPARTMENTS AND BUREAUS WITHIN THE FEDERAL GOVERNMENT

A. Children's Bureau

Child Care Arrangements of Working Mothers in the United States, Interdepartmental, HEW and Labor Department, 1968, 115 pp. $1.25

This book shows the results of a special census taken in 1965 to survey needs of working mothers and children. Both statistical representation and summaries are provided. A profile of the working mother is included, along with child care arrangements.

Child Welfare Statistics: 1967, Children's Bureau Statistical Series #92, 1968, 49 pp.

Charts and tables on children receiving services and professionals working in public child welfare agencies are given, along with summaries.

Child Welfare Traineeships, 1968-69, 7 pp.

This pamphlet gives eligibility requirements for child welfare traineeships and a list of participating institutions.

Child Welfare Training Grant Awards - Fiscal Year 1968, 11 pp.

This is a summary of funds available and granted in fiscal year 1968 for teaching grants, traineeships, short-term training grants, and lists of institutions receiving grants.

Child-Caring Institutions, Martin Gula, 1958 reprinted 1968, 27 pp.

Mr. Gula defines "institution" as a 24-hour care facility, then describes factors which have changed and limited patterns of institutionalization of children. Most important are the services which are increasingly available to parents to help make it possible for parents to keep children: welfare, increasing day care facilities, and outpatient medical services. A set of criteria for a good institution for children is given.

Children in Day Care: With Focus on Health, 120 pp. 50¢.

This book outlines principles of health and components of a health program in a day care setting. There are sections dealing with age groups and groups with special problems. Bibliography at end of each chapter.

Children of Working Mothers, Elizabeth Herzog, 38 pp. 20¢.

A somewhat dated (1960) report on the working mother phenomenon, its effect on children, and the implications for those concerned with family and child welfare. Bibliography appended.

Day Care Services: Why? What? Where? When? How?, 44 pp. 25¢.

This is a simple booklet in question and answer form which explains what day care is and how it helps parents and children.

Daytime Programs for Children, 1966 reprinted 1968, 8 pp. (prepared for use by Federal employees)

This is a statement of basic goals and common elements in day care by an Ad Hoc committee appointed by the Children's Bureau.

Determining Fees for Day Care Services, 14 pp.

This pamphlet outlines various methods of determining fee policy for day care.

Federal Interagency Day Care Requirements -- HEW, OEO, and Department of Labor, September, 1968, 17 pp.

These are the requirements for day care programs receiving Federal funds (under the Social Security Act, OEO, or Manpower Development and Training). Minimum standards for staff facilities, staff-student ratio, parent involvement, etc., are given.

Federal Grants for Training of Personnel for Work In the Field of Child Welfare, 1963 revised 1968, 19 pp.

This booklet lists kinds of grants available, eligibility for them, financial requirements and other rules.

Helping Low-Income Families Through Parent Education, I. Kraft and C.S. Chilman, 70 pp.

This is an excellent survey of experience, research and publications on low-income parent education programs. The discussion is organized around topics such as special difficulties encountered (attendance, motivation, etc.) and especially well-received activities. Histories of actual programs and their effect on individuals are given, as well as an evaluation of the research and reporting methods for program results.

Information Sheet on Federal Assistance for Day Care Programs, October 1968, (prepared by Federal Panel on Early Childhood).

A paragraph is devoted to each of the Federal sources of funds for day care services.

Report on Day Care, Child Welfare Report #14, 53 pp.

This booklet contains speeches and proceedings of representatives of state Advisory Committees on Day Care Service at a meeting held March 19-20, 1964. A speech on the need for day care is included, in addition to talks from state representatives on situations in their state. The discussion has much less of a tone of urgency than in later years, with much more interest expressed in financing procedures than in deprived children.

Spotlight on Day Care (Proceedings of the National Conference on Day Care Services, May 13-15, 1965), 173 pp., 55c.

The Proceedings include addresses before the general sessions by such notables as Hubert Humphrey and Abraham Ribicoff; addresses before the subconferences on such topics as labor and industry's concern with day care, research on early childhood education, income problems; and organizational recommendations of the work groups on various aspects of day care.

Supplement to Child Welfare Statistics: Adoptions in 1966, Children's Bureau Statistical Series #88, 13 pp.

This booklet gives a breakdown of adoption statistics by relationship to adoptive parent, by race, and by state.

What is Good Day Care?, 11 pp.

This simple folder in question and answer format covers very briefly the why's and how's of day care. It is apparently designed to interest communities in providing day care for those who need it.

Working Mothers and Day Care Services in the United States, 2 pp.

Statistics on the number of day care facilities available are compared with need, based on 1960 census. Included are tables of women's marital status compared with labor status by state to establish that women do work to fill genuine economic need.

B. Women's Bureau

Facts About Day Care, October 1969, 9 pp.

This is an excellent summary of the total day care situation. Included are descriptions of the programs resulting from each piece of legislation enacted in the last several years. The Federal Panel on Early Childhood and the place of the 4-C program are discussed.

Federal Funds for Day Care Projects, 1969, 73 pp.

Each separate program related to day care in each Federal department is presented, with brief discussions of the authorizing legislation, eligibility requirements, funds available, and review procedures.

A Report of a Consultation on Working Women and Day Care Needs, June 1, 1967, 86 pp.

Report of a conference attended by representatives of concerned government, private agencies, and associations. The report includes transcripts of question and answer periods in which heads of various agencies reveal their points of view and areas of strongest concern. Joseph Reid gives a good critique of (then) upcoming legislation, discussing both promise and possible pitfalls.

Working Mothers and the Need for Child Care Services, 1958, 20 pp.

Ultrasimplified bar graphs show the percentage of working mothers in the total population, the percentage with husband in the home, the present situation as compared to previous years, and the situation for non-white and low-income mothers.

C. Head Start (This is a series of booklets designed for use by local Head Start programs. All give detailed specifications necessary for actual operating of programs.)

Beautiful Junk, 1967, 12 pp.

This is an exhuberant catalog of materials available free from garages, stores, etc., with suggestions for their use in play, storage or artwork in a Head Start program.

Designing the Child Development Center, 1968, 24 pp.

Describes the ideal physical environment, both outdoor and indoor, for a Head Start facility.

Equipment and Supplies: Guidelines for Administrators and Teachers in Child Development Centers, 16 pp.

This gives a complete list of indoor and outdoor equipment needed for a Head Start program, including tables, toys, kitchen equipment, etc. Additional suggestions are provided for inexpensive art, music, and science materials.

Health Services - A Guide for Project Directors and Health Personnel, 73 pp.

This guide gives the rationale for the Head Start health program and a detailed description of the requirements and procedures of administration -- financial, medical, record keeping, etc.

A Manual of Policies and Instructions, September 1967, 49 pp.

Minimum requirements for program, facilities, nutrition, etc., are given. The manual specifies eligibility requirements for children and staff, and outlines the organizational structure required for Head Start programs.

Nutrition - Better Eating for a Head Start, 1969, 12 pp.

This pamphlet discusses good nutritional policy and the mechanics of providing Head Start meals, as well as the emotional and social meaning of food and mealtime.

Parent Involvement -- A Workbook of Training Tips for Head Start Staff, 92 pp.

This workbook explains the structure of the PAC (Parent Advisory Committee) and suggests ways of starting an effective PAC and getting parents involved as volunteers or paid workers. Suggestions for parent education programs are given, including, but not limited to, topics of child raising. A format is suggested for PAC meetings. Specific activities, e.g., craft projects that parents can do with children at home, are detailed.

Project Head Start and How You Can Help, small brochure.

This is information for the general public about Head Start with special information about possible roles for volunteers.

D. 4-C Program (The Community Coordinated Child Care Program)
(See also the Day Care and Child Development Council of America under "Non-Governmental Associations and Institutions.")

Day Care and Child Development in Your Community, 32 pp.

This publication is in fact a "handbook" directed toward people who want to start a 4-C program in their community. It describes the need for child care programs; the goals and functions of a 4-C program; and the structure of the organization on the national, state, and, especially, local level. Step-by-step directions on how to organize a program in a community are given.

4-C Fact Sheet and 4-C Status Report, 8 pp.

This material explains the structure of the Community Coordinated Child Care Program, including regional and local affiliations and pilot programs. A table of all communities that are already involved and the stage of their involvement is given -- from preliminary interest to pilot study communities.

4-C Manual, published July 1969, $12.50

This is an extremely valuable manual in a loose-leaf notebook form which is supplemented periodically. The initial purchase includes a "subscription" to additional materials. The manual is more an outline of technical specifications than a handbook for setting up a program. It describes the administrative structure that is required on the state and local levels and tells how to set up a 4-C program on the local level. Covers exactly how each Federal agency is involved in day care or early childhood education or welfare. Section V, "Human Resources" is a directory of individuals and departments within both the Federal government and voluntary agencies, which can be of help to a day care program. Section VI is a bibliography, "Selected Reference Sources". The Appendices include memoranda from various Federal sources and reprints of material published by other government agencies.

Interim Policy Guide for the 4-C Program, Pilot Phase, Office of Child Development, 1969, 30 pp.

This guide gives a clear outline of the function of 4-C in coordinating day care programs. It outlines steps to follow in establishing a local 4-C program and lists specifications of administrative structure on all levels, from local to Federal, with specific criteria for Federal recognition of programs on local and state level.

E. Publications by HEW or unspecified department of Government

Daytime Programs for Children, U.S.Government Printing Office, 1968, 8 pp.

This pamphlet was written by a committee appointed by the National Conference on Day Care Services, held by the Children's Bureau in May, 1965. It consists of a simple statement of the goals of any day care program and minimum requirements for a good program.

Employability Planning in Public Welfare Agencies, HEW, June 1967, (Draft)

This document appears to be written for the use of state welfare departments in implementing Title V of the Economic Opportunity Act of 1964, which provides for individualized employability planning for welfare recipients. It includes an outline of the procedures for assessing employability and developing a plan for the client, describes supportive services, and gives about 100 pages of case histories, mostly successes.

III. PUBLICATIONS BY NON-GOVERNMENTAL ASSOCIATIONS AND INSTITUTIONS

A. Amalgamated Clothing Workers of America, AFL-CIO

Venture in Child Care, booklet with photographs

Includes speeches given at the dedication ceremony on the day care center this union built for its members in Verona, Virginia, in cooperation with management.

Day Care and the Working Mother

These are speeches given at a conference held on the occasion of the ground-breaking in Baltimore for the union's second day care center. Stapled inside is a news release on the dedication.

B. American Public Welfare Association, Technical Assistance Project

Client Involvement in the Public Welfare System: Communication and Participation, William Friedlander, 1967, 27 pp.

This is easily the most radical piece of literature in this collection and one of the most interesting. The writer strongly advocates client involvement in the system and describes several means of communicating with and involving clients, including written communications, use of community workers, establishment of client advisory committees, and encouragement of clients to join political and social action groups.

C. Association for Childhood Education International

Housing for Early Childhood Education, 84 pp., $1.50.

A collection of articles covering the relationship of environment to program, basic design requirements for the nursery school or kindergarten and problems encountered on such facilities in other countries.

D. Child Welfare League of America, Inc.

Adoption Resource Exchange of North America

This describes ARENA, a service sponsored by CWLA to facilitate and improve adoption of children.

Child Welfare League of America Standards for Day Care Services, 123 pp., $2.50.

This book includes standards for various aspects of day care including physical facilities, administration and community planning for service. Group care, family day care, and day care for school-age children are given separate chapters. Selected references appended.

Day Care: An Expanding Resource for Children, 75 pp., $1.50.

This is a collection of lectures and papers on day care with sections on the need for day care, professional roles in day care, and family day care. Of particular interest is a discussion in the second paper of the view of day care as a public "utility" in an industrial society, rather than a social service for "families in trouble."

Guide for Establishing and Operating Day Care Centers for Young Children, Dorothy Beers Boguslawski, 100 pp., $2.50.

This guide was prepared to show persons setting up day care centers how to follow the CWLA standards. It is an excellent overall view of the "how's" of day care, including chapters on staffing, housing, financing, and programming. An excellent appendix provides lists of furnishings, suggested readings, pertinent journals, organizations publishing information on day care, and diagrams of a model center.

Guide for the Care of Infants in Groups, Sally Provence, M.D., 104 pp., $2.50.

This book is a guide for care for children without families. It is divided into two sections: (1) how babies develop, and (2) how to care for them. Although not written for those concerned with day care, it is a valuable resource. Suggested readings listed.

President's Letter, fall 1969.

This is in fact a short paper on the status of child care in this country, with notes on what the Child Welfare League has done in the field.

The Program and Services of the Child Welfare League of America, 20 pp.

This pamphlet describes the child welfare need in the United States and how the CWLA's program helps to meet these needs.

E. Day Care and Child Development Council

Day Care and Child Development in Your Community, 32 pp., $1.00.

In the words of its writers, this is "a handbook for concerned citizens who wish to implement a Community Coordinated Child Care (4-C) Program in their own community." Very useful charts and information on Federal day care programs are included.

Fact Sheet

This fact sheet states the need for a coordinating organization, the purposes and goals of the council, its present activities and a short history of its development.

This? or this?

This publicity-type leaflet shows the need for day care and tells what the Day Care Council does.

F. Day Care Council of New York, Inc.

The Day Care Program, 1967

A folder describing day care programs in New York City.

Education and the City Child - Some New Approaches

Program for a symposium of the above title with statistics on day care and "Facts About the Day Care Council."

Fact Sheet

Folder outlining the purpose and activities of the Day Care Council of New York.

G. Educational Facilities Laboratory

Memorandum on: Facilities for Early Childhood Education, 38 pp.

The physical environment most beneficial to "environmentally deprived" nursery and kindergarten children is described.

H. Elementary-Kindergarten-Nursery Educators (NEA Affiliate)

Daytime Programs for Children - Guidelines, 3 pp.

Goals for programs and conditions for their attainment are given. These guidelines were prepared by ten groups concerned with child care programs.

I. Institute for the Development of Human Resources, College of Education, University of Florida

Intellectual Stimulation for Infants and Toddlers, Ira J. Gordon and J.R. Lally, $3.00.

This book is designed to teach very simple games that mothers and others caring for young children can play with the children. Game descriptions are illustrated. Also included are directions and patterns mothers can use to make toys for baby. The book is apparently aimed at "disadvantaged" mothers.

J. National Association for the Education of Young Children

Teaching the Disadvantaged Young Child (Selected articles from Young Children), 128 pp., $2.00.

This book contains fifteen articles on the need for, goals, problems, and operation of, various educational endeavors for young disadvantaged children. Selected bibliography appended.

IV. MATERIALS DISTRIBUTED BY THE MINNESOTA DEPARTMENT OF PUBLIC WELFARE

Creative Evaluation of Day Care Programs, Cornelia Goldsmith, Chief, Division of Day Care and Foster Homes, Bureau of Child Health, New York City

Miss Goldsmith presents a set of 35 questions for assessing day care programs, with a short introduction and summary.

Day Care Fact Sheet

The format of this paper is five questions with answers: What, who, where, when, and why is day care? It includes statistics on day care facilities in Minnesota.

Equipment for a Group Day Care Program

This is a good list of day care equipment, divided into essential, recommended, and not approved by authorities. Includes an estimate of costs, including installation charges.

Procedures for Obtaining a License to Conduct a Group Day Care Center (in Minnesota)

Standards (Child Welfare Rule No. 3) for Group Day Care of Pre-School and School-Age Children (for Minnesota), 12 pp.

This booklet includes sections on licensing regulations, finances, staff, admission, physical plant, equipment and play materials, program, health and sanitation requirements, records and reports, transportation, and additional standards for care of physically and mentally handicapped children.

V. REPRINTS AND BOOKS

"America's Forgotten Children", guest editorial by Joseph H. Reid, Parent's Magazine, February 1966.

Mr. Reid outlines the lack of funds to take care of children for whom special attention is needed, e.g., abused, abandoned, orphaned children, and children of working mothers. The Federal contribution to child care programs is briefly outlined.

"Equal Rights for All Children", guest editorial by W.O. Heinze, Parent's Magazine, March 1969.

Mr. Heinze decries the lack of commitment to the needs of children in this country and points out how equality of opportunity is impossible for children without proper care.

"The 4-C Program", Jule M. Sugarman, Children, March-April 1969, 2 pp.

Mr. Sugarman explains the rationale of the 4-C program, i.e., that it is necessary to coordinate the proliferation of day care programs already in existence, even though 4-C does not provide additional funds for any program.

"Licensing for Child Care", Norris E. Class, Children, September-October 1968, pp. 188-192.

The author suggests that administration of state child care licensing should focus on prevention of the problems of children, and should be kept separate philosophically and administratively from the protective or rehabilitative function of welfare departments. Also given are criteria for child care license administration.

"Nixon About to Abolish Hunger 'For all Time' -- Again", I.F. Stone's Weekly, September 9, 1969.

Mr. Stone raises questions about Nixon's welfare plan: Is the overall amount of money available actually less than before? Of particular concern is the possibility of exploitation by states or localities of the employment or training requirement. He mentions also the effect of day care availability on welfare recipients.

Early Child Care: The New Perspectives. Carolyn A. Chandler, Reginald S. Lourie, and Anne DeHuff Peters; Laura L. Dittman (ed.), 1968, Atherton Press, 375 pp.

Part I: A summary of the stages of child development

Part II: Gives specifics about content of day care programs as related to child development

Part III: Discusses poor families and day care programs best suited for them — a good section

Part IV: Discusses model day care and developmental programs for the disadvantaged

Part V: Describes day care programs in the USSR, Czechoslovakia, Israel and France.

VI. BIBLIOGRAPHIES AND CATALOGS

A. Association for Childhood Education International

Publications and other Information, October 1969.

This is a price list of their bulletins, leaflets and books with annotation.

B. Child Study Association of America

Catalog of Publications, 1969-70, 45 pp.

Some of these publications were prepared as part of the training programs CSAA holds for Head Start workers.

C. Child Welfare League

1969 Publications List, 15 pp.

Available from CWLA are monographs, books, and reports on administration of child welfare services, adoptions, day care, foster care, services for parents, etc.

D. Children's Bureau

Good References on Day Care, 22 pp.

An annotated bibliography of publications by government and private agencies keyed to nine aspects of day care, including education, health and parents.

E. Childhood Resources, Inc.

Childhood Resources, Inc., 12 pp.

This is a catalog of creative toys -- mostly wooden building and fit-together type -- some hand puppets, and notes on a slide-narrative presentation developed to train early childhood teachers, aides, and volunteers. Components of the presentation are: (1) A Look at Development; (2) A Classroom for Learning; (3) Focus on Art; and (4) Focus on Discipline.

F. Elementary-Kindergarten-Nursery Educators (NEA Affiliate)

1969-70 List of Publications, Tapes and Films, Membership, Information Calendar of Activities, 16 pp.

G. Head Start

Bibliography on Early Childhood, 1969, 16 pp.

This list includes many classics in child development and a list of pamphlets emphasizing concepts rather than administrative techniques.

Films Suitable for Head Start Child Development Programs. Modern Talking Picture Service

This is a list of films made about and for Head Start workers or parents -- not for children themselves. Portraits of individual children, films on nutrition, activities, and problems in dealing with children are among the topics.

H. National Association for the Education of Young Children

Publications

NAEYC's publications are divided under the topics: (1) Program Planning; (2) Research for In-service Training of Teachers and Aides; (3) About Schools and Centers; and (4) Selected Reprints from Young Children.

I. Play Schools Association, Inc.

Publications and Films (folder)

A small number of books and films are included, most of which are about creative play.

J. Women's Bureau, Department of Labor

Publications of the Women's Bureau, 8 pp.

This list gives currently available publications, including career and statistical information pertaining to the status of women.

VII. ORGANIZATIONS PUBLISHING DAY CARE MATERIAL

Amalgamated Clothing Workers of America, AFL-CIO
15 Union Square
New York, New York 10003

American Public Welfare Association
Technical Assistance Project
1545 East 60th Street
Chicago, Illinois 60637

Association for Childhood Education International
3615 Wisconsin Avenue N.W.
Washington, D.C. 20016

Childhood Resources, Inc.
P.O. Box 9695
Washington, D.C. 20016

Child Study Association of America
9 East 89th Street
New York, New York 10028

Child Welfare League of America, Inc.
44 East 23rd Street
New York,New York 10010

Day Care and Child Development Council
1426 H Street
Washington, D.C. 20005
(Administers 4-C Program. Formerly called "National Committee for Day Care of Children")

Day Care Council of New York, Inc.
114 East 32nd Street
New York, New York 10016

Educational Facilities Laboratories
477 Madison Avenue
New York, New York 10022

Elementary-Kindergarten-Nursery Education
National Education Association
1201 16th Street N.W.
Washington, D.C. 20009

Minnesota Department of Public Welfare
Fifth Floor, Centennial Office Building
St. Paul, Minnesota 55101

National Association for Education of Young Children
1629 21st Street N.W.
Washington, D.C. 20009

The Play School Association
120 West 57th Street
New York, New York 10019

APPENDIX

Related Publications

RELATED PUBLICATIONS

As part of its commitment to implement knowledge gained from research, the Operations Research & Policy Systems Division of the Institute for Interdisciplinary Studies publishes its own research reports and products so that new knowledge can be used as soon as possible. Documented results and technical application publications are available at cost to any interested individuals. Many publications are also available on roll microfilm and microfiche. Write for descriptive brochure with prices.

PLANNING HUMAN SERVICE PROGRAMS: STATE LEVEL

947-18: Financing Human Service Programs, 1970

This report is based on a long-term study of Federal assistance in financing state and local human service welfare programs. It presents comprehensive "how to do it" guidelines, with actual case histories, to assist state and community administrators understand the maze and complexities of Federal grant-in-aid programs, and explains an analytical approach that can often make it a simple matter for an existing program to qualify for Federal cost sharing. Step-by-step procedures are given for evaluating existing programs by clients served and services offered; evaluating existing Federal programs on the same standards; then determining the requirements to match. This report is considered a major contribution to developing more equitable sharing of the costs of financing human service programs to the benefit of state and local taxpayers.

947-4: Policy Model: A Planning and Budgeting Tool for Evaluating and Costing Welfare Policies - Technical Report

A technical report explaining the use of a model developed for comparative cost analysis of different levels of welfare assistance and the effects of different policies on welfare costs.

(Publication 947-10, see below, is a non-technical manager's guide to the use of this program.) A computer program to apply this model at the state level is available. Sponsor: Department of Public Welfare, Commonwealth of Pennsylvania.

947-10: Evaluating and Costing Welfare Policies: A Manager's Guide

A non-technical overview of a policy model developed by Operations Research and Policy Systems Division for the Pennsylvania Department of Public Welfare. Describes how the use of a policy model can aid managers of welfare programs in achieving their objectives. The intent and purpose of a policy model are described; its merits and limitations are outlined; and its use in achieving welfare objectives is presented. Possible uses of a policy model in other non-welfare areas such as health services, which have planning and budgeting problems, are summarized. (Publication 947-4, see previous page, is a technical report covering the use of this model for which a computer program is available.)

947-13: Planning and Implementing Human Service Programs, Arkansas, 1969, Recommendations

This report addresses the question of where to begin in the reorientation of human service programs. It provides descriptions and suggestions for operational programs, changes in governmental structure, regionalization of service program administration, development of technical coordinative devices, and techniques for improving use of Federal financing. Although the report recommends only such actions as are feasible in light of political and ideological realities in Arkansas, and the fiscal abilities of the state to finance human service programs, it contains many guidelines applicable to any state concerned with the Work Incentive Program(WIN), Welfare System Administrative Changes, Title XIX Medicaid Program, and Non-Institutional Care of the Mentally Ill and Mentally Retarded.

947-14: Welfare Administration and the Declaration Process: a Systems Analysis Experience

The thesis of this report is that the eligibility determination portion of the public assistance process is a system with the consequence that declaration, or almost any other change in the system

will have effects on other portions of the system. As a result, the revision of an eligibility determination process to incorporate declaration and simplified methods will require revisions not only in the manner in which applicant data is collected, but also in the entire eligibility process if programs are to be achieved. This report will be of particular value to those welfare administrators who have yet to face the implementation of simplified methods in eligibility determination, as well as those who have had some experience. For the former, it will suggest pitfalls and problems to avoid; for the latter, it may explain problems already encountered.

947-11: The Project 21 Report: Evaluation of Applicants for Social Security Disability Insurance Benefits - a Summary

The original Project 21 Report is a detailed summary of 685 claimants for Social Security DIB. The original 750-page report has been summarized in booklet form. The latter contains no statistical tables and, although it does contain a number of references to specific findings, the amount of statistical detail has been held to a level consonant with the goal of the abstract. The purpose of the original study was to provide comprehensive medical, social, vocational, psychological, and occupational evaluations of selected claimants for DIB to improve or validate present procedures for determining disability; establish realistic estimates of the rehabilitation potential of DIB claimants; appraise the relationship between the processes of assessing rehabilitation potential and determining disability; and examine the prospects for improving procedures for assessing rehabilitation potential. Project 21 sponsors: Vocational Rehabilitation Administration; Social Security Administration.

The original Project 21 Report is also available.

PUBLIC ASSISTANCE PROGRAM EVALUATION

947-6: An Operational Concept for a Public Assistance Ongoing Evaluation System

A general systems design for procedures to monitor eligibility data to provide management with information on errors, error rectification, and system improvement. Study sponsor: Department of Public Welfare, Commonwealth of Pennsylvania.

947-16: Public Welfare and Employment Related Services - a Preliminary Annotated Bibliography, 1970

This bibliography was developed in support of another project: An Evaluation of the Processes of Referral of AFDC Recipients for Vocational Rehabilitation and Other Employment Related Service Programs. Intended initially only as an aid to the project study group, publication does not infer an exhaustive analysis of the literature of the field. Rather, it is an expeditious attempt to share survey accomplishments to date with other researchers working in the same area. Nearly 400 references are arranged in standardized format by name of author, title of book, article, or report, other publication information. A capsule review of contents such as a quotation or some other statement that seems to capture the spirit or intent of the piece is included for each.

947-1: The Performance of Simplified Methods of Eligibility Determinations: The Results of Field Testing and Field Evaluation

A report on the results of a field test and field evaluation of simplified eligibility determination methods including the use of subprofessionals (eligibility technicians); client-completable application forms; declaration and separation. It is, in part, an evaluation of publication 947-3: Office of Family Services Eligibility Technicians Manual. Study sponsor: Department of Public Welfare, Commonwealth of Pennsylvania.

947-2: Eligibility Decision System: A Recommended Plan for the Department of Public Welfare (Pennsylvania)

One of the final reports on eligibility determination in the I.I.S. study for the Pennsylvania Department of Public Welfare, this is a comprehensive treatment of the objectives of Pennsylvania's financial eligibility determination system at the time the study was made (1968); an analysis of problems then current; and recommended development plan including immediate and long range actions. The report incorporates two working papers: Linkages between Eligibility Determination and Social Service; and Recommendations for Instructional Documentation.

947-3: Office of Family Services Eligibility Technicians Manual

A manual prepared for technicians (subprofessionals) to use in making financial eligibility decisions including such material as instructions for completing forms, simplified client-completable application forms, instructions to the client, and a glossary of common abbreviations and terms. Sponsor: Department of Public Welfare, Commonwealth of Pennsylvania.

947-5: A Study to Simplify Eligibility Determinations and Procedures in the Assistance Programs: The Identification of Problem Areas in the Regulations

A working paper (July, 1968) which identifies specific Pennsylvania Department of Public Welfare, as well as Federal, regulations which have provided problems. Although the study reports on operational experience in Pennsylvania, it also provides worthwhile insights into the operational impacts of various types of regulations in general. It should be of value to any welfare department interested in developing simplified methods and procedures.

947-9: Issues in the Development, Implementation and Evaluation of Simplified Methods (American Rehabilitation Foundation, October, 1969)

Discusses problems encountered in the development of an efficient and effective approach to implementing Federal Requirements for experimentation with simplified methods. Presents an objective analysis of the outstanding issues; makes recommendations covering immediate specific or alternative courses of action and those covering long range research projects which should be undertaken.

947-12: A Study to Simplify Eligibility Determinations and Procedures in the Assistance Programs

A working report presenting the study design of the Institute for Interdisciplinary Studies' research for the Pennsylvania Department of Public Welfare. It covers the methodology used to identify the problem areas in the regulations; develop the initial package for Financial Eligibility Technicians; select strategy for further analysis; field test eligibility technician aids; describe the Financial Eligibility Process; evaluate County Operations under separation; and prepare final reports.

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Health Systems Division

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Health Services Research Center

Reference Guide to Educational Opportunities in Health Planning May, 1969

Comprehensive Health Planning in the States: A Current Status Report, July, 1969

From Organization to Operation: The Evolving Area-wide Comprehensive Health Planning Scene, August, 1969

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Public General Hospital in Transition, November, 1969

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